



# BRPC

Berkshire Regional Planning Commission

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Employment Opportunity  
**PUBLIC HEALTH PLANNER/ SENIOR PLANNER (SUBSTANCE USE DISORDERS)**

Berkshire Regional Planning Commission welcomes you! Our staff come from an increasingly broad range of personal and professional backgrounds. Our diverse set of skills and perspectives help us better serve the communities and residents of Berkshire County. You may not be formally trained as a professional planner – we still encourage you to apply. Be sure to send a cover letter highlighting your transferable talents.

**TO APPLY:** Send resume and cover letter to [info@berkshireplanning.org](mailto:info@berkshireplanning.org). Please include "Public Health Planner/ Senior Planner" in the subject line.

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The Berkshire Regional Planning Commission Public Health Program is seeking either a **Planner or Senior Planner** to work on Behavioral Health/ Substance Use Disorder (SUD) projects. The role will help coordinate the Berkshire Overdose and Addiction Prevention Collaborative (BOAPC) and multiple initiatives to reduce SUD and increase access to and engagement with behavioral health, youth protection, substance use prevention, harm reduction, treatment, and recovery services in Berkshire County. For either position, experience in public health, reducing harm from substance use, data collection and reporting, community engagement, and coalition building is strongly preferred. For the Senior Planner level, further experience in grant management, budgeting and financial reporting is required. Prior experience and/ or strong working knowledge with youth substance use prevention and empowerment is preferred. Relevant Masters' degree plus at least two years of relevant experience or Bachelors' degree plus at least four years of relevant experience required for Senior Planner; Master's degree or BA plus two years relevant experience required for Planner role. Depending on education and experience starting salary range is \$60,109-\$66,855 (Planner) or \$63,239-\$73,600 (Senior Planner).

Specific tasks, based on interest and qualifications, may include:

- Serve as a BRPC public health expert for issues relating to Behavioral Health and the SUD Lifecycle of Prevention, Harm Reduction, Treatment and Recovery.
- Help coordinate BOAPC/BRPC projects, including managing deliverables for multiple grants, program planning, publicity and outreach, facilitating meetings, building coalitions, representing BRPC at local, state and regional meetings, and all other coordinator tasks.
  - Specific Senior Planner tasks include leadership of project elements, budgeting, coordination of subcontractors, invoicing, creating and updating strategic plans and logic models, and identifying and pursuing new funding opportunities

This post found and full position description found here:  
<https://berkshireplanning.org/about/employment-internship-opportunities/>

- Serve as key liaison to multiple local EMS agencies and the MA Office of EMS (OEMS), with a focus on integrating EMS services with Behavioral Health/ SUD services allowable under the Community EMS (CEMS) and/or Mobile Integrated Health (MIH) models
- Data collection, analysis, evaluation and reporting
  - Quantitative data to be collected will come from both external data sources as well as creating and maintaining internal collection tools for project implementation partners.
  - Qualitative data to be collected may include facilitating focus groups, conducting key informant interviews, and/or proactively collecting survey data from multiple community partners.
  - Evaluation and reporting will be conducted in coordination with project partners, BRPC staff, research/evaluation partners, grant managers, and community stakeholders.
- Coordinate with other local and regional youth prevention and SUD-related activities and represent BRPC on local, state, and regional workgroups/committees.
- Proactively cultivate working relationships with key stakeholders in multiple sectors to enhance the coalition and the impact of its efforts, including local government, first responders, the legal system, faith communities, higher education, behavioral health, medical providers, housing providers, public health, local businesses, social services organizations, educators, youth-serving organizations, arts and culture organizations, families/ social networks impacted by SUD, individual community members, and other sectors that reflect the diversity of experiences and perspectives throughout Berkshire County
- Initiate proactive engagement with and cultivate leadership from historically underserved communities that are disproportionately harmed by substance use, particularly people with lower socioeconomic status, BIPOC community members, recent immigrants, LGBTQ+ individuals, people who are not English-language proficient, people with disabilities, young adults 18-25 not engaged in college full time, residents of more rural areas, people who lack stable housing, and people otherwise adversely affected by persistent poverty or inequality
- Help plan, coordinate, and facilitate meetings, trainings and events.
- Lead and/or support communications activities, including newsletters, social media, press interviews, and broader print and digital communications campaigns in coordination with other BRPC staff and consultants.
- Other related tasks as directed.

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The Planner/ Sr. Planner must have access to a vehicle and the ability to travel throughout Berkshire County at all times of the year to attend meetings, events, and trainings as well as the ability to sometimes travel outside the county.

BRPC Planners currently have flexible work schedules at the discretion of their supervisor with all staff required to be in the Pittsfield office at least two days per week and the expectation that core work hours are covered. The Planner/ Sr. Planner must be available for local activities and events as required. Full-time Planners must work a minimum of 35 hours a week with occasional night and weekend meetings and activities as required.

BRPC may not alter the posted salary range unless the position is re-reposted. BRPC is a drug and smoke free workplace, does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

No telephone calls. Position available immediately until filled. EOE/Smoke and Drug-free Workplace.